

U.S. Department of Justice
Office of the United States Trustee - Region 5

NOTICE OF VACANCY				
Announcement No.: 05-05-01-SH	Date: 09-11-05	Number of Vacancies: 1	Closing Date: 09-23-05	Area of Consideration: Shreveport Local Commuting Area
Location of Vacancy: 300 Fannin St., Rm. 3196 Shreveport, LA	Title, Grade & Series: Paralegal Specialist, GS-950-07/09/11		Salary Range: \$34,149 - \$65,704	For information contact: Michael Bolen, 601-965-5241

Promotion Potential: This position has known or anticipated promotion potential to GS-11. However, any actual promotion is contingent upon the continuing need for, and actual performance of, higher level duties.

THIS IS A FULL - TIME, PERMANENT, EXCEPTED SERVICE APPOINTMENT

DUTIES: The incumbent is responsible for performing a variety of duties related to civil litigation and Chapter 7 and 11 case administration. Primary duties include, but are not limited to: reviewing final reports and final accounts submitted by Chapter 7 bankruptcy trustees to ensure that all estate assets have been properly liquidated and accounted for; reconciling receipts and disbursements of estate funds; reviewing bankruptcy petitions and schedules, and other document for legal and procedural compliance with the Bankruptcy Code and related rules; assisting in investigations related to the accuracy of bankruptcy documents, preparing correspondence and pleadings, attending and participating in depositions and hearings; reviewing and monitoring trustee reports for timeliness, completeness an accuracy; assisting with the evaluation of Chapter 7 bankruptcy trustee performance; corresponding with Chapter 7 trustees to resolve discrepancies and providing additional training when necessary; inputting information to a database and spreadsheets; assisting with the sorting of mail and maintenance of case files. The employee will use independent judgment and initiative in performing day-to-day functions.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade level in the Federal service. **Specialized Experience** is experience which demonstrates knowledge of law, rules, regulations, policies, and precedents, and skill in interpreting and applying them to varying situations. Skill in analyzing case issues, summarizing pertinent data on the issues involved, developing and/or evaluating evidence, resolving conflicting data, clarifying factual and legal issues, and recommending appropriate actions.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

GS-7 level: The experience requirement may be met by successful completion of one full academic year of graduate level education or law school OR successfully meeting the requirements of the Superior Academic Achievement provisions.

GS-9 level: The experience requirement may be met by two (2) full academic years of graduate level education or completion of all requirements for a master's or equivalent graduate degree, or completion of all requirements for an LL.B. or J.D. degree.

GS-11 level: The experience requirements may be met by three (3) full academic years of graduate level education or the successful completion of a Ph.D. or equivalent doctoral degree.

A year of full-time graduate education is considered to be the number of credit hours which the school attended has determined to represent one year of full-time study. Part-time graduate education is creditable in accordance with its relationship to a full year of full-time study at the school attended.

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

Selective Placement Factors are knowledge, skills, abilities or special qualification that are in addition to the minimum requirements but determined to be essential to perform the duties of the position to be filled. Selective Placement Factor for this position is as follows: At least 6 months bankruptcy experience which exhibits knowledge of bankruptcy regulations and procedures. Education cannot be substituted for the 6 months bankruptcy experience requirement.

Quality Ranking Factors are knowledge, skills and abilities (KSA's) which could be expected to enhance significantly the performance of the position. Quality Ranking Factors for this position are as follows:

- 1) Knowledge and skill in fact finding, analysis and communication including ability to correspond and elicit information from debtors, creditors and their counsel.
- 2) Skill in the use and application of established instructions, procedures, policies, or precedents of the Bankruptcy Code and rules of procedures, local rules of practice, applicable case law, and other reference material.
- 3) Skill in business arithmetic and familiarity with basic accounting principles.
- 4) Knowledge of automated office systems.
- 5) Ability to communicate orally and in writing.

APPLICANTS MUST SUBMIT A SEPARATE NARRATIVE ADDRESSING THE SELECTIVE PLACEMENT FACTOR AND QUALITY RANKING FACTORS TO ENSURE THAT FULL CREDIT IS RECEIVED FOR THE APPROPRIATE WORK EXPERIENCE AS IT RELATES TO THE POSITION.

EVALUATION METHODS: Applicants will be evaluated based on experience as it relates to the KSAs and information provided in your narrative is heavily relied upon in the rating process. Basically qualified applicants may be further evaluated to determine those who are best qualified.

NOTE: Applicants must meet all eligibility requirements, including time-in-grade restrictions, as of the closing date. Selectee not currently employed by the offices, boards, or divisions of the Department of Justice will be required to submit to urinalysis screening for illegal drug use prior to appointment. A security investigation will be conducted to determine suitability for this position. Employment is contingent upon completion of a satisfactory background investigation as adjudicated by the Department of Justice. Position subject to restrictions of PL 103-94, Section 8, Political Recommendations. Relocation expenses not authorized. Applications must be postmarked no later than midnight on 09/23/05. Applications received in government postage paid envelopes, faxed or e-mailed will not be considered. Applications will not be returned. Candidates will not be solicited for further experience/education background data or for proof of veterans' preference if that provided is found inadequate or incomplete.

This is a full-time, permanent, excepted service appointment. Selectee will be eligible for health and life insurance, annual and sick leave and will be covered under the Federal Employees Retirement System (FERS). This is a multiple grade level recruitment. You are encouraged to identify specifically which grade level(s) for which you wish to be considered by indicating your choice(s) on the application package. If you do not specify a grade level, you will only be considered at the highest level for which you are qualified. Applicants must serve a two-year trial period. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit/Electronic Fund Transfer.

If selected, a male applicant born after December 31, 1959, and at least 18 years of age must be registered with the Selective Service System unless covered by an exemption under the Selective Service Law, in accordance with 5 USC 3328. Applicants must be U.S. Citizens.

HOW TO APPY: Applicants must submit one of the following to: U.S. Department of Justice, Office of the U.S. Trustee, 100 W. Capitol St., Jackson, MS 39269, ATTN: M. Bolen, ref: 05-05-01-SH: an **OF-612** (Optional Application for Federal Employment); a **SF-171** (Application for Federal Employment); or a **RESUME**. Resumes must include the information outlined in the U.S. Office of Personal Management's (OPM) flyer, "Applying for a Federal Job," (OF-510). For more information on this vacancy and to obtain the OF-510 and the OF-612 visit OPM's website, www.usajob.opm.gov or call OPM's automated telephone system at (703) 724-1850; or by TDD at (478) 744-2299. In addition, current/former Federal applicants must submit a performance appraisal issued within the last 12 months and the latest Notification of Personnel Action (SF-50).

THE DEPARTMENT OF JUSTICE IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

VETERANS PREFERENCE IN HIRING

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

Many veterans who have been separated from the armed forces under honorable conditions, are eligible for veterans' preference in hiring depending upon such factors as when and how long they served, and whether or not they served in a campaign or expedition for which a campaign medal has been authorized. If you are claiming 5 point veterans' preference, you must complete the applicable blocks on your Application for Federal Employment and submit a copy of your DD-214. If you are claiming 10 point veterans' preference, you must complete the applicable blocks on your Application for Federal Employment, submit a copy of your SF-15 (Application for 10-point Veteran Preference), and a letter issued in 1991 or later from the Department of Veterans Affairs (VA) to document a service-connected disability.